

Operations

ANG KEY PERSONNEL AVAILABILITY

This operating instruction implements AFD 10-2, *Readiness*, and establishes Air National Guard (ANG) reporting requirements, responsibilities, and procedures for tracking ANG Key Personnel.

1. Designated ANG Key Personnel. The following are designated as ANG Key Personnel:

Director, Air National Guard (NGB/CF)
Deputy Director, Air National Guard (NGB/CF)
Executive Officers to the Director (CF-Exec)
Chief Financial Officer (CFO)
Chief Information Officer (CIO)
Chief Operating Officer (COO)
Chief Support Officer (CSO)
Command Chief Master Sergeant (CFC)
Chief of Command and Control, Communications, Computers (C4)
Chief of Acquisition (AQ)
Chief of Counterdrug (CD)
Chief of Civil Engineering (CE)
Chief of Operations (DO)
Deputy Chief of Operations (ADO)
Chief of Deployments (DOX)
Chief of Personnel and Training (DP)
Chief of Financial Management (FM)
Chief of Chaplain Services (HC)
Chief of Logistics (LG)
Chief of Organization Management (OM)
Chief of Air Surgeon (SG)
Commander, I.G. Brown ANG Training and Education Center (TEC)
Chief of Plans, Programs, and Manpower (XP)
Commander, 201st Mission Support Squadron (201MSS/CC)

2. Reporting Requirements.

- 2.1. Designated ANG Key Personnel will appoint a primary and alternate point of contact (POC) to update their availability via the web based calendar.
- 2.2. Each designated office listed in para 1 will ensure that POCs submit updates as changes occur.
- 2.3. The Air Operations Center (AOC) is required to maintain the consolidated information to assist in emergency notifications to the senior leadership.

3. Reporting Procedures.

- 3.1. To update the web based calendar, the POC will:
 - 3.1.1. Use Microsoft Internet Explorer (version 5.0 or higher) and go to the following URL:
https://dox.ang.af.mil/opsdoc/kpa/kp_search.asp.
 - 3.1.2. Select the individual's name or office and click "search".
 - 3.1.3. Click on the person's name.

- 3.1.4. At the bottom of the screen, select **“add”**.
- 3.1.5. To input a new schedule, enter **“start”** and **“end”** dates. In the **“status”** block, select Local, TDY, or Leave. If TDY is selected, enter TDY location and designated alternate’s contact information in the **“remarks”** block. Click **“Add”** to input the schedule to the calendar.
- 3.1.6. Click **“display”** to ensure that the calendar has been updated.
- 3.1.7. Once this is accomplished, an e-mail will automatically be sent to the AOC when calendar information has been updated.

- 3.2. To modify a schedule, the POC will go to their respective key personnel as described in para 3.1. If the status has changed (Local, TDY, Leave), the POC will:
 - 3.2.1. Enter new information in the blocks you wish to change and click **“modify”**.
 - 3.2.2. Ensure that information is not overlapping. For example, TDY and Leave on the same day.
 - 3.2.3. Click **“display”** to ensure that the calendar has been updated.

- 3.3. To delete a schedule, the POC will go to their respective key personnel as described in para 3.1. If the TDY or Leave has been cancelled, the POC will:
 - 3.3.1. Click **“delete”** on the cancelled event.
 - 3.3.2. Adjust the schedule to reflect current status, i.e., local.
 - 3.3.3. Click **“display”** to ensure that the calendar has been updated.

- 4. **AOC Contact Information:** E-mail Address: Opscenter@ang.af.mil

PAUL A. WEAVER, JR.
Major General, USAF
Chief, Air National Guard

OFFICIAL

DEBRA N. LARRABEE
Colonel, USAF
Chief, Support Group